



10001 Reunion Place, Suite 404
San Antonio, Texas 78216
P 210.491.2391 | kfriese.com
TBPE Firm No. 6535

July 9, 2020

Ms. Jacque Thomas, P.E.
Senior Engineer
Capital Improvements / Engineering
630 E. Hopkins
San Marcos, TX 78666

Sent Via: Email

Re: Midtown Drainage Improvements – Ph 1A
Proposal for Professional Engineering Services – Additional Services

Dear Ms. Thomas:

Enclosed is our Scope of Services and supporting documents for the additional services for the Midtown Drainage Improvements Ph 1A Project. If you have any questions or need additional information, please do not hesitate to contact me.

Sincerely,

Claire Ramirez, P.E.
Project Manager

EXHIBIT 4
AUTHORIZATION OF CHANGE IN SERVICE

CONTRACT NO./ CONTRACT NAME:	218-197	Midtown Drainage Improvements Phase 1
CITY REPRESENTATIVE:	Jacque Thomas, PE	
CONTRACTOR:	K. Friese and Associates, Inc.	
CONTRACT EFFECTIVE DATE:	January 30, 2018	
THIS AUTHORIZATION DATE:		AUTHORIZATION NO.:

DESCRIPTION OF WORK TO BE ADDED TO OR DELETED FROM SCOPE OF SERVICES:

Revised channel alignment, additional topographic survey, additional Geotechnical laboratory testing services, adding Structural Engineering services. See ADDITIONAL SCOPE OF SERVICES for more details.

Original Contract Amount:	NTE	\$ 140,777
Previous Increases/Decreases in Contact Amount:	NTE	\$ 351,399
This Increase/Decrease in Contract Amount:	NTE	\$ 63,577
Revised Contract Amount:	NTE	\$ 555,753

CONTRACTOR:



Signature

7/9/2020

Date

Claire Ramirez, PE

Print Full Name / Title (if not in individual capacity)

CITY:

Signature

Date

Print Name

Title

City Department Use Only Below This Line (PM, etc.).

Account Number(s):		
#	{Date}	{Amount}
#	{Date}	{Amount}
#	{Date}	{Amount}

ADDITIONAL SCOPE OF SERVICES
MIDTOWN DRAINAGE IMPROVEMENTS – PHASE 1A

PROJECT UNDERSTANDING

The Basic Services Scope of the Midtown Drainage Improvements Phase 1A Project consists of providing Engineering, Final Design, Bid and Construction Phase Services. The project will provide localized drainage improvements, channel improvements, and culvert improvements within the project area shown on the attached exhibit and described in the Preliminary Engineering Report (PER) as Alternative 1A. The scope includes the design of approximately 1,900 linear feet of a 10-foot wide concrete maintenance trail between Aquarena Springs and Davis Lane.

The project was scoped with a new channel paralleling Davis Lane to the outfall on the Blanco River, partially in existing right-of-way and partially on private property. The alignment was revised during the design phase after receiving feedback from the property Developer. The new alignment follows the existing channel south of Davis Lane to the existing borrow pit/pond, and then a new channel alignment that parallels the railroad and turns north in an S-shape to a new outfall on the Blanco River. This new alignment adds approximately 1,300 LF of channel to the project.

The Additional Services Scope of Services includes:

1. Structural engineering design services for the Blanco River Outfall which is anticipated to require a concrete stepped or baffled type chute and energy dissipation controls supported on a pier or similar type foundation. Structural engineering was not included in the initial proposal with concurrence from the City because the scope of the outfall was not identified at that time. It was agreed that a supplemental amendment to add Structural Engineering would be needed.
2. Supporting geotechnical slope stability analysis related to the outfall design required for the structural engineering analysis.
3. Field surveying to capture areas previously not covered due to alignment revisions including adjustments to the Blanco River outfall location.
4. Coordination with City, KFA and Plummer (APA) for inclusion of the River Road Bank Stabilization Project into the bidding documents of the Midtown Drainage Improvements Phase 1A Project.
5. Additional project management coordination meetings including weekly team meetings with the City to support an accelerated project design schedule.

SCOPE OF SERVICES

Phase A – Design Phase

1. *Project Management*
No additional services.
2. *Quality Control Plan*
No additional services.
3. *Meetings + Coordination*

- a. Up to twenty-five (25) weekly coordination meetings with City through 100% design.

- 1. This assumes thirty-seven (37) weekly meetings from April 9 to December 17, minus the twelve (12) originally scoped meetings.

4. *State + Federal Compliance/Coordination*

No additional services.

5. *Permitting*

No additional services.

6. *Data Collection*

No additional services.

7. *Field Investigation*

- a. Additional Topographic Survey will be provided by subconsultant Gorrondona & Associates, Inc. in accordance with their attached proposal. This additional survey is for the revised alignment and outfall location.
- b. Additional Geotechnical laboratory testing services will be provided by subconsultant Gorrondona & Associates in accordance with their attached proposal. This work is in support of the structural design of the outfall.
- c. No additional Environmental services.

8. *Structural Engineering*

Structural Engineering will be provided by Frank Lam & Associates in accordance with their attached proposal. Structural Engineering design will be incorporated in the New Channel Outfall Bank Stabilization design and the channel walls (limestone block or similar) near I-35 Frontage Road and Aquarena Springs Drive.

9. *Drainage Analysis*

No additional services.

10. *60%, 90%, 99%, and 100% Design*

- a. Additional sheets for the increased channel length will be created by KFA for revised channel alignment including four (4) additional plan sheets.
- b. Additional services for incorporating APA River Road Bank Stabilization plans in to the Midtown Drainage Improvements Phase 1A plans, and coordinating to address any comments received regarding the incorporation of the plans.

11. *Specifications*

- a. Additional services for coordinating the incorporating of standard and special specifications related to the APA River Road Bank Stabilization project in to the Midtown Drainage Improvements Phase 1A project.

12. *Contract Documents*

- a. Additional services related to the coordination with the APA River Road Bank Stabilization project for incorporation into the bid schedule, updating related contract

documents and updates to the OPCC as a single bid package for the for the Midtown Drainage Improvements Phase 1A project.

13. Deliverables

No additional services.

Phase B - Bid Phase

Additional services for coordinating Addenda related to incorporating APA River Road Bank Stabilization plans in to the Midtown Drainage Improvements Phase 1A plans.

Phase C – Construction Phase

Additional services for coordinating Submittals, RFI's, and any possible Change Orders related to incorporating APA River Road Bank Stabilization plans in to the Midtown Drainage Improvements Phase 1A plans. It is anticipated that many of these items will overlap between the two projects and coordination between KFA and APA will be required for review and approvals.

Phase D – Record Drawings

Additional services for coordinating Record Drawings related to incorporating APA River Road Bank Stabilization plans in to the Midtown Drainage Improvements Phase 1A plans.

SCHEDULE

The following project milestones are estimated and may require modification:

- | | |
|---|--------------------|
| • 60% Design Documents Submittal (70 days) | July 14, 2020 |
| • 90% Design Documents Submittal (84 days) | September 20, 2020 |
| • 99% Design Documents Submittal (56 days) | October 11, 2020 |
| • 100% Design Documents Submittal (42 days) | December 19, 2020 |

ADDITIONAL SERVICES

Additional Services to be performed, if authorized in writing by the City, but which are not included in the above-described SCOPE OF SERVICES, and once a mutually agreed upon fee is negotiated are as follows:

1. Permitting beyond the specific permitting identified in the Scope of Services.
2. Performing title searches for easement or joint-use agreement preparation.
3. Preparation of additional easement/ boundary exhibits beyond the number identified in the Scope of Services.
4. Acting as an agent of the City in the acquisition of permanent or temporary easements or permanent Right of Way.
5. Preparation of platting documents and/or real property survey for site acquisition.

6. Accompanying the City when meeting with the TCEQ, U.S. Environmental Protection Agency, or other regulatory agencies during the course of the Project, beyond those meetings identified above.
7. Preparing applications and supporting documents for government grants, loans, or planning advances.
8. Appearing before regulatory agencies or courts as an expert witness in any litigation with third parties or condemnation proceedings arising from the development or construction of the Project, including the preparation of engineering data and reports for assistance to the City.
9. Providing professional services associated with the discovery of any hazardous waste or materials in the project site.
10. Updating hydrology and hydraulic design based on NOAA Atlas 14.
11. Updating 2D InfoWorks model developed during PER.
12. Design of retaining walls for maintenance path or channels.

**KFA MANPOWER/BUDGET ESTIMATE with RATES
MIDTOWN DRAINAGE IMPROVEMENTS - PHASE 1A**

Task	Hourly Billing Rate	\$300.00	\$200.00	\$125.00	\$150.00	\$110.00	\$110.00	\$100.00									
	Principal Hrs	Senior Engineer Hrs	Project Manager Hrs	Project Engineer Hrs	Project EIT Hrs	Senior Technician Hrs	Admin Hrs	Total Hrs	Labor Cost \$	CMEC \$	Gorronadona \$	FLA \$	Altura \$	Total Subconsultants \$	Expenses \$	Total Cost \$	
Phase A - Design Phase																	
1 Project Management								0	\$0					\$0		\$0	
3 Project Meetings + Coordination								0	\$0					\$0		\$0	
Weekly Coordination Meeeetings (up to 25)	8	25	13		12			58	\$10,345					\$0		\$10,345	
7 Field Investigations								0	\$0					\$0		\$0	
a Topographic Survey								0	\$0		\$15,250			\$15,250		\$15,250	
b Geotechnical Investigations								0	\$0		\$5,190			\$5,190		\$5,190	
8 Structural Engineering								0	\$0			\$16,727		\$16,727		\$16,727	
11 60%, 90%, 99%, and 100% Design								0	\$0					\$0		\$0	
a Additional Channel Sheets (4)		4	18		36	18		76	\$8,990					\$0		\$8,990	
b River Road Bank Stabilization (RRBS) Incorporation		1	4		2	2		9	\$1,140					\$0		\$1,140	
12 Specifications - RRBS Incorporation			1		1			2	\$235					\$0		\$235	
13 Contract Documents, Bid Schedule - RRBS Incorporation		2	2		4			8	\$1,090					\$0		\$1,090	
Subtotal Phase A	8	32	38	0	55	20	0	153	\$21,800	\$0	\$20,440	\$16,727	\$0	\$37,167	\$0	\$58,967	
Phase B - Bid Phase																	
Addenda - RRBS Incorporation		1	2		2			5	\$670					\$0		\$670	
Subtotal Phase B	0	1	2	0	2	0	0	5	\$670	\$0	\$0	\$0	\$0	\$0	\$0	\$670	
Phase C - Construction Phase																	
1 Submittal Coordination - RRBS Incorporation		2	2		4			8	\$1,090					\$0		\$1,090	
2 RFI's - RRBS Incorporation		2	2		4			8	\$1,090					\$0		\$1,090	
3 Change Orders - RRBS Incorporation		2	2		4			8	\$1,090					\$0		\$1,090	
Subtotal Phase C	0	6	6	0	12	0	0	24	\$3,270	\$0	\$0	\$0	\$0	\$0	\$0	\$3,270	
Phase D - Post Construction Phase																	
Record Drawings - RRBS Incorporation		1	2			2		5	\$670					\$0		\$670	
Subtotal Phase D	0	1	2	0	0	2	0	5	\$670	\$0	\$0	\$0	\$0	\$0	\$0	\$670	
Basic Scope Total	8	40	48	0	69	22	0	187	\$26,410	\$0	\$20,440	\$16,727	\$0	\$37,167	\$0	\$63,577	

The hours listed above are an estimate. The hours assigned to the Phase are not exclusive to the Phase which they are assigned. The total fee will not exceed the total contract amount as discussed in Article 2.

Payment to the ENGINEER will be made as follows:

1. Basic Services - The amounts of these invoices will be based upon the extent of work completed by the Engineer on an hourly basis.
2. Supplemental Services - The Engineer will receive approval in writing before performing supplemental services. The amounts of these invoices will be based upon the extent of work completed by the Engineer on an hourly basis.
3. Reimbursable expense - Reimbursable expenses including such things as expenses for plotting, reproduction of documents, auto travel mileage (current IRS approved mileage rate), delivery charges, long distance communications, freight, and state accessibility will be invoiced with appropriate backup documentation.

Invoice and Time of Payment

Invoices will be prepared in a format approved by the City prior to submission of the first monthly invoice. Invoices shall be submitted monthly and paid within 30 days.



Gorrondona & Associates, Inc.

**Land Surveying • Aerial Surveying & Mapping/LiDAR • Geotechnical Engineering • Construction
Materials Testing • Geographic Information Systems**

May 15, 2020

K Friese + Associates
1120 S. Capitol of Texas Highway, City View 2, Suite 100
Austin, TX 78746
Attn: Ms. Claire Ramirez, PE, CFM, ENV SP

**Re: CITY OF SAN MARCOS – MIDTOWN EAST DRAINAGE IMPROVEMENTS
PHASE I**

Dear Ms. Ramirez:

Gorrondona & Associates, Inc. (G&AI) is pleased to submit this proposal for professional land surveying services for the above referenced project. The limits of surveying required is shown in an attachment, (Map Survey_Addtl.pdf) to email accompanying this proposal. The following itemized surveying services are to be provided by Gorrondona & Assoc. Inc.:

I. DESIGN SURVEY

1. Perform topographic survey of all existing features and structures for the length of the project per said attached file (Map Survey_Opt1.pdf). These shall include, but are not limited to: tops of curbs, edges of pavement, pavement materials, retaining walls, drainage structures (top, edges and flow line), channels and drainage ways (tops, toes and flow line), manholes (rim, flow lines and diameters of pipes), include the same survey data for upstream and downstream manholes and structures that are outside of the survey limits for all gravity sewer and drainage lines within the survey limits, valves, slabs, utility signs and structures, fences, landscaping features, shrubbery, buildings (edges and finished floor), cleanouts, mailboxes, driveways, sidewalks, locate trees with species and diameter identified (includes tree tags for all trees with 9 inch diameter main trunk and larger), property pins, utility poles, site equipment, dams (tops and toes), edges of impounded water, etc. Indicate the material and type of each item tied in.

DESIGN SURVEY TOTAL AMOUNT - \$11,000.00

II. DELIVERABLES

1. Create and provide K Friese + Associates (KFA) with a 3-D surface model of the project, compatible with Microstation. Provide KFA with an electronic and hard copy ASCII file listing of all surveying points. Provide electronic file of digital terrain model including tin (break) lines. Electronic file shall include the location of underground utilities based on the field information and Record Drawings.
2. Provide KFA with one (1) electronic copy of all field notes, pictures and sketches prepared by the surveyor.
3. Provide KFA with one Microstation electronic file of the topographic survey. The drawing shall include all survey points and descriptions, and improvements, the items tied in, the 3-D surface, reference benchmarks, project benchmarks, break lines, and contours at 1-foot intervals.
4. Install project benchmarks within the project boundary every 1,000 linear feet. Provide Horizontal and vertical coordinates of the benchmarks in the required coordinate system and datum. Show the benchmarks on the survey drawing.

DELIVERABLES AMOUNT - \$4,250.00

TOTAL AMOUNT

\$15,250.00

4201 West Parmer Lane B-100 • Austin, Texas 78727 • Phone 512.719.9933 • Fax 512.922.9995

Committed to Client Satisfaction Through Excellence in Project Delivery

Gorrondona & Associates, Inc. can complete the above itemized surveying tasks for a lump sum fee of \$15,250.00. Additional services that may arise during the project shall be billed at G&AI's standard hourly rates. If you have any questions or need additional information please contact me at (512) 719-9933.

SCHEDULE

G&AI can perform the above itemized surveying task in 90 calendar days from Notice to Proceed.

Sincerely,

GORRONDONA & ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read "Thomas Cargill". The signature is fluid and cursive, with a large, stylized initial 'T'.

Thomas Cargill, RPLS, PLS
Austin Area Manager



Legend

Survey Area

 Originally Scoped Survey

 Addtl Survey Request 1

 Addtl Survey Request 2

 Existing Storm Drain Inlet

 Existing Storm Drain Pipe

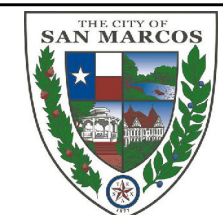
City of San Marcos Midtown East Drainage Improvements

Phase 1A: Survey



0 125 250
Feet

Date: 5/15/2020



K·FRIESE
+ ASSOCIATES
PUBLIC PROJECT ENGINEERING

FIRM NO. 6535

GEOTECHNICAL INVESTIGATION AND ENGINEERING COST ESTIMATE				
Prepared by Gorrondonga & Associates, Inc.				
G&AI Proposal No.:	P17-0730, Supplemental			
Proposal Date:	April 22, 2020			
Project:	City of San Marcos - Midtown East Drainage Improvements			
Location:	San Marcos, Texas			
PLANNING (One Call, Drilling Package/Scheduling, Permits, Internal Project Kick-off Meeting)				
Item	Unit Rate	Unit	Quantity	Cost
Director/Principal Engineer	\$260.00	Hour		\$ -
Area/Engineering Manager	\$190.00	Hour		\$ -
Senior Project Engineer	\$150.00	Hour		\$ -
Project Engineer	\$125.00	Hour		\$ -
Staff Engineer	\$100.00	Hour		\$ -
Administrative	\$60.00	Hour		\$ -
Permits (Utility Clearance/City of San Marcos)	\$500.00	LS		\$ -
			Planning Subtotal:	\$ -
FIELD (Traffic Control, Pavement Cores and Borings)				
Item	Unit Rate	Unit	Quantity	Cost
Vehicle (Pickup Truck)	\$50.00	Trip		\$ -
Field Soil Technician	\$70.00	Hour		\$ -
Staff Engineer	\$100.00	Hour		\$ -
Project Engineer	\$125.00	Hour		\$ -
Traffic Control (Lane Closure)	\$2,300.00	Day		\$ -
ATV Drilling Rig Mobilization	\$800.00	Mobilization		\$ -
Support Truck Mobilization	\$2.00	Mile		\$ -
ATV Standard Drilling (0-50 ft) - Soil	\$22.00	Foot		\$ -
Drilling Surcharge - (0-50 ft) Auger in Hard Rock	\$10.00	Foot		\$ -
Drill Crew Per Diem	\$400.00	Day		\$ -
TCP Tests	\$25.00	Each		\$ -
Borehole Backfill and Cleanup	\$220.00	Hour		\$ -
Field Supplies	\$150.00	LS		\$ -
			Field Subtotal:	\$ -
LABORATORY (Classification, Strength, Swell Potential)				
Item	Unit Rate	Unit	Quantity	Cost
Project Engineer (Sample Review & Lab Assignments)	\$125.00	Hour		\$ -
Staff Engineer (Sample Review & Lab Assignments)	\$100.00	Hour		\$ -
Moisture Content / Classification	\$10.00	Each		\$ -
Atterberg Limits	\$35.00	Each		\$ -
- No. 200 Sieve	\$35.00	Each		\$ -
UU Triaxial	\$65.00	Each		\$ -
Overburden Free Swell	\$40.00	Each		\$ -
Sieve Analysis	\$80.00	Each		\$ -
Double Hydrometer	\$200.00	Each		\$ -
Crumb Test	\$38.00	Each		\$ -
Direct Shear	\$700.00	Each	2	\$ 1,400.00
CU Bar Triaxial (3 points)	\$1,200.00	Each	2	\$ 2,400.00
			Laboratory Subtotal:	\$ 3,800.00
BORING LOG LAB REPORT PREPARATION				
Item	Unit Rate	Unit	Quantity	Cost
Director/Principal Engineer	\$260.00	Hour		\$ -
Area/Engineering Manager	\$190.00	Hour		\$ -
Senior Project Engineer	\$150.00	Hour		\$ -
Project Engineer	\$125.00	Hour		\$ -
Staff Engineer	\$100.00	Hour		\$ -
Administrative	\$60.00	Hour		\$ -
			Boring Log Preparation Subtotal:	\$ -
ANALYSIS AND REPORT				
Item	Unit Rate	Unit	Quantity	Cost
Director/Principal Engineer	\$260.00	Hour		\$ -
Area/Engineering Manager	\$190.00	Hour	1	\$ 190.00
Senior Project Engineer	\$150.00	Hour	4	\$ 600.00
Project Engineer	\$125.00	Hour		\$ -
Staff Engineer	\$100.00	Hour	6	\$ 600.00
Administrative	\$60.00	Hour		\$ -
			Analysis and Report Subtotal:	\$ 1,390.00
			PROJECT TOTAL:	\$ 5,190.00
Estimate Notes: The estimate provided is for supplemental work associated with slope stability analysis for this project. Estimate is valid for 90 days from the proposal date shown above.				



Frank Lam & Associates, Inc.
Consulting Engineers

Proposal (R2)

July 8, 2020

Tom Owens, P.E.
Executive Vice President
K Friese + Associates, Inc.
1120 S. Capital of Texas Highway
City View 2, Suite 100
Austin, Texas 78746

Re: Structural Engineering Services
Midtown East Drainage Improvements Project
City of San Marcos

Dear Mr. Owens,

In response to your request for a fee proposal, I am respectfully submitting the following proposal for your consideration. We propose to furnish Structural Engineering Services for the above referenced project based on the following:

Project Description

Drainage improvements include the following structures:

1. Vertical reinforced concrete retaining wall near IH 35
2. Limestone block MSE wall
3. Outfall structure

Scope of Work

1. Review geotechnical report.
2. Provide structural engineering and construction documents of the outfall structure, concrete retaining wall and limestone block MSE wall at 90% submittal.
3. Address review comments from clients and City of San Marcos at 90%.
4. Final structural engineering and construction documents of the outfall structure, concrete retaining wall and limestone block MSE wall.
5. Meetings /conference calls with client during design phase.
6. Prepare specifications.
7. Prepare cost estimate for structural items.
8. Response to contractors' questions during bid phase and prepare addendum.
9. Construction phase services include:
 - Anticipate 3 site visits and prepare field reports
 - Review submittals
 - Responding to RFI's
 - Responding to change orders
 - Prepare record drawings

Proposal – Proposal for Structural Engineering Services for
Midtown East Drainage Improvements Project
City of San Marcos

10. General clerical.

Compensation

Frank Lam & Associates, Inc. agrees to perform the work for the project as described above based on fixed fee of \$16,727.76.

Conditions

1. Client to provide geotechnical report.
2. Client to provide plans, vertical profiles, and sections in ACAD format.
3. Additional services beyond the scope of this estimate will not be performed without approval of K Frieze + Associates, Inc., and will be billed on time and materials basis using the hourly rates provided to K Frieze + Associates, Inc., in this proposal.

We appreciate the opportunity to prepare this proposal, and we welcome the occasion to discuss any aspects of it with you again. If this proposal is satisfactory, please sign and return a copy of this letter.

Respectfully submitted,



Frank Lam, P.E., President
Frank Lam & Associates, Inc.

Accepted by: _____ **Date:** _____

Cc: file

Frank Lam Associates, Inc.
Midtown East Drainage Improvements Project
City of San Marcos

Attachment A

		Project Manager	Senior Engineer	Structural Engineer	CADD Tech VI	Admin. Specialist V	
No.	Scope of Work	\$148.09	\$122.56	\$112.34	\$71.49	\$60.59	Total
1	Review geotechnical report.		2				\$ 245.12
2	Preliminary structural engineering and construction documents of the concrete structures and bank stabilization.	8	16		32	1	\$ 5,493.95
3	Response to City of San Marcos review comments.		4		4		\$ 776.20
4	Final structural engineering and construction documents of the concrete structures and bank stabilization.	8	16		32	1	\$ 5,493.95
5	Meetings /conference calls with client during design phase.		4				\$ 490.24
6	Prepare specifications.		2				\$ 245.12
7	Prepare cost estimate for structural items.		2				\$ 245.12
8	Response to contractors' questions during bid phase and prepare addendum.		2		2		\$ 388.10
9	Construction phase services include:						\$ -
	Anticipate 3 site visits and prepare field reports		15				\$ 1,838.40
	Review submittals		4				\$ 490.24
	Responding to RFI's		2				\$ 245.12
	Responding to change orders		2				\$ 245.12
	Prepare record drawings		4		4		\$ 776.20
							\$ -
							\$ -
							\$ -
		16	73	0	74	2	\$ 16,727.76